

PUBLIC RELATIONS DEPARTMENT
WYBC

TO: TED CALLETON, DIRECTOR

SUBJECT: IMPROVING P.R. OFFICE

DATE: FEBRUARY 28 1955

The arrangement of the furniture is the best possible, considering the use of the various pieces. However, there are many ways of improving the appearance of the office without expending any great amount of money.

1. The grill in front of the radiator should be repaired.

2. The partition walls could be resurfaced so as to present a smooth surface rather than one broken by the verticle and horizontal supports. A fiberboard could be used so as to present a tackable surface without great expense.

New Haven Lumber Co. 255 Kimberly Ave.
supplies a smooth surface fiberboard (trade name Insulite) in 4 by 8 and 10 foot sheets at 7 $\frac{1}{2}$ ¢ a square foot, considerably less than that supplied by other companies.

3. The lower walls should be repainted a lighter, more pleasant color such as a soft green or blue.

This should be a hard surface washable paint.

4. The desks could be sanded, especially the tops, and repainted, the bottoms black and the tops the same as the walls. These should be enamel paints.

5. The file cabinets and drawers could be painted Black or the same as the walls.

6. The drawing table should be sanded smooth and re-varnished.

HOLT, P. H.

